

1916 TRANSPORTATION SERVICES

Chapter: **Services for Children, Youth, and Families**

Section: **Community-Based Services**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **07-20**

Effective Date: **October 2007**

Scheduled Review Date:

Approved:

A handwritten signature in blue ink that reads "Maggie Bishop".

Maggie Bishop, DCYF Director

Related Statute(s): [RSA 126-A](#), [RSA 169-B](#), [RSA 169-C](#), [RSA 169-D](#), [RSA 263](#), [RSA 265](#), and [RSA 376](#)

Related Admin Rule(s): [He-C 6343](#)

Related Federal Regulation(s):

Related Form(s): **FORM A-4**, **FORM 2103**, and **FORM 2240**

Bridges' Screen(s) and Attachment(s):

Purpose

To define the purchased service specifications for Transportation Services.

Definitions

"Service Code" is TR.

"Service Unit" means per mile.

"Transportation Services" means the provision of funds for transporting children and family members to and from family support services by provider's personal motor vehicle and does not require the service provider to remain on site.

Policy

Service Population

- I. Transportation Services are provided for children and youth, ages birth through 20 and family members who are separated due to the child's placement in an out-of-home setting.
- II. Transportation Services for families who do not have children in out-of-home care settings must only be provided after approval from the CP Program Administrator or JJ Bureau Chief, who bases the decision on a written request received from the District Office Supervisor that contains the following:
 - A. The family's specific needs;
 - B. The reasons that transportation services are necessary; and
 - C. The dates of service provision.

Provider Qualifications

- I. An individual who provides transportation services through use of his or her automobile must:
 - A. Have automobile insurance liability coverage;
 - B. Possess a valid driver's license;

- C. Comply with RSA 263, drivers and licenses, or with RSA 376:4, motor carriers of passengers, prior to applying for certification;
 - D. Have no conviction for impaired driving, or multiple motor vehicle violations;
 - E. Have no convictions for crimes against persons;
 - F. Comply with RSA 265:107-a, child passenger restraints required;
 - G. During vehicle operation, ensure that all vehicle occupants use safety restraints and that children under the age of 12 are secured in the back seat of the vehicle; and
 - H. Submit documentation to the DCYF Certification Program Specialist for A, B, D, and E above, which includes copies of drivers' licenses, automobile liability insurance policies, motor vehicle records, and criminal record release authorization form at the time of application and re-certification.
- II. A provider for transportation services must not be reimbursed for transporting his or her own child or other household family members.
 - III. Foster parents who are certified to provide transportation to the child in their foster home may transport the child when the service is beyond the routine trips they provide.

Service Provision Guidelines

- I. The CPSW or JPPO authorizes payment for Transportation Services, based on a court order, or a voluntary services agreement.
- II. Transportation arrangements and payment must be sought from other sources, such as relatives, friends, neighbors, Medicaid, and other agencies, before authorizing this service.
- III. The "Case Plan" (Form 2240) must include the reasons for authorizing transportation. The court order or voluntary agreement must specify provision of transportation services.
- IV. Transportation is provided to children and families to meet identified needs, including:
 - A. Appointments and other community resources;
 - B. Medical care, behavioral health treatment, child care services;
 - C. Recreation services; and
 - D. Visits with children in placement.
- V. Transportation Services must be used only as a temporary solution. If this service is required on a continuing basis, it must be sought through other means or funding, such as from friends, relatives, faith-based groups, CAP agencies, and communities.
- VI. Children with individual education plans (IEP's) must receive school-related transportation via the school districts.
- VII. When a child is receiving services in the home, Transportation Services must only be provided after approval from the CP Program Administrator or JJ Bureau Chief, who bases the decision on a written request from the CPSW or JPPO that specifies the need, reasons, dates, and time limits.

Payment/Billing Procedures

- I. For Medicaid eligible clients, the provider must bill Medicaid for Medicaid eligible services and be a Medicaid enrolled provider for mileage reimbursement, before seeking payment from DCYF or DJJS.
- II. The CPSW or JPPO must authorize payment for Transportation Services, based on a court order or voluntary agreement between DCYF or DJJS and the child's family.
- III. The CPSW or JPPO requests services and/or placements from a certified provider by contacting the provider and arranging for the child and/or family to receive services, obtaining agreement on the begin date of service, length of service and/or number of units to be provided. Once the CPSW or JPPO finalizes the arrangements with the provider, the CPSW or JPPO notifies the fiscal specialist by Form 2103 via e-mail, note or verbal notification of the child to receive services.
- IV. Services provided without a "Service Authorization" will not be paid.
- V. The provider uses the service authorization as an invoice for services provided and submits the invoice to the county human services administrator pursuant to RSA 126-A: 3 II-a and RSA 169 and who then forwards it to DCYF for payment.
- VI. No payment is allowed for bills received after one year from the date of service, pursuant to RSA 126-A:3 II.

Service Rate

- I. The maximum rate for automobile transportation is the current amount set by the Department of Administrative Services. If the maximum rate includes a fraction of a cent, the reimbursement rate is the rate rounded down to the nearest cent (e.g., if the maximum rate is \$.105 per mile, use \$.10 per mile).
- II. DCYF or DJJS staff who use their own automobiles for work-related travel must complete Form A-4, the "Payment Voucher - Travel."

Practice Guidance

What is the Service Rate for this Service?

- Refer to [Item 2700 Rates](#) (Fiscal Management Chapter, Rates Section) for current rate.